

☒	Current
☐	Proposed

Classification / Working Title Agricultural Technician II (Seasonal)	Employee Name Vacant
Position Number 014-141-0033-982	Supervisor Name / Classification Casey Luna / Agriculture Program Supervisor II
Division / Branch / Unit AHFSS/ Meat / Poultry and Egg Safety Branch	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Temporary	Time base Intermittent
Physical CDFA Headquarters Location 18830 Road 112, Tulare, CA 93274	Division / Program Hyperlink https://www.cdfa.ca.gov/AHFSS/MPES/

As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.

Division / Branch / DAA Information:

The Meat, Poultry and Egg Safety (MPES) Branch consists of two core functional areas: Meat, Poultry and Rendering and Egg Safety. MPES licenses, registers, and inspects meat processing establishments and meat and poultry slaughterhouses exempt from federal inspection, providing oversight to ensure that only wholesome, unadulterated, and properly labeled meat and poultry products are provided to the public and owners of the livestock and poultry. It also licenses, registers and inspects renderers, collection centers, transporters of inedible kitchen grease and inedible materials, and dead animal haulers. MPES, through the Egg Safety and Quality Management (ESQM) Program registers and inspects eggs at production, wholesale, and retail levels to make sure eggs sold in California are wholesome, properly labeled, refrigerated, and of established quality.

Position Identification:

Under general supervision of the Agriculture Program Supervisor II (APS II), the Agricultural Technician II conducts the more varied shell egg and liquid egg product inspections for compliance with provisions of the California Code of Regulations (CCR's) and the Food and Agricultural Code (FAC) as applied to quality, size, grade, labeling, bio-security, food safety, container and refrigeration egg laws and regulations.

Special Requirements:

- | | |
|--|--|
| ☐ Conflict of Interest Filer (Form 700) | ☒ California Driver's License |
| ☐ Medical Clearance | ☒ Travel Required over 10% - Employer Pull Notice (EPN) Required |
| ☐ License / Certificate Required | ☒ Field Work: <u>85</u> % |
| ☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____ | ☐ Other (Specify): _____ |

☐ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.

Essential Functions:

40%	Shell Egg Regulatory Enforcement - As a program specialist, independently perform shell egg and liquid egg product inspections at retail facilities and production/processing or wholesale/distribution monthly inspections to ensure compliance with CCR's and FAC and relay any questions or concerns to APS II - Perform retail egg inspections at Certified Farmer's Markets, communicate regulatory requirements to market vendors, market managers, and County Agricultural Commissioner staff - Drive on a daily basis to those establishments throughout an assigned geographical area to conduct inspections, and to conduct reviews on behalf of the United States Department of Agriculture (USDA) and the Food and Drug Administration (FDA). - Verify that each facility that sells eggs in California is properly registered with ESQM; and provides a new application for registration to the facility, if any current information changes - Issue non-compliance and Hold-Off Sale notices on shell eggs that fail to meet registration, quality, grade, size, labeling and refrigeration requirements - Investigate brand registration complaints from Shell Egg Industry and report findings to APS II - Take enforcement action on all sub-standard shell egg lots including out of state shell egg import lots by issuing Notice of Violations - Respond to requests by APS II to conduct inspection and enforcement activities on out-of-state egg shipments that were tagged at California Border Protection stations for failure to meet compliance, take necessary steps to ensure required corrective actions are taken, release the shipments once compliance has been verified and report findings to APS II - Respond to consumer egg quality and safety complaints by collecting suspect egg samples for laboratory analysis, maintain chain of custody and complete required laboratory submission forms.
25%	Prepare and Submit Various Reports for Accurate Recordkeeping and Fund Tracking Purposes - Compile and complete shell egg inspection worksheets to verify the quality of eggs inspected and rejected daily and submit reports to APS II - Respond to retail complaints timely and prepare report of findings to APS II - Complete daily work activity log for grant and fund tracking purposes - Prepare, complete, and submit monthly travel expense claims, time sheets, and State vehicle travel logs and fuel receipts - Keep accurate records of facilities inspected. Compile information for daily reports, which includes miles traveled, facility inspected, facilities out of compliance, and

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

	retail complaints
20%	Shell Egg Bill of Lading Regulation - Follow up on egg shipment holds and ensure paperwork is in order and the correct "CA Shell Egg Food Safety Compliant" (SEFS) statement is on the bill of lading and packaging. - Ensure the shipper is not flagged as a "Be on the Lookout" (BOLO) - Ensure shipments for export may have an acceptable statement of "Not for CA Consumption" or "not for sale in CA."
10%	Training Activities - Attend Program and Branch meetings to stay abreast with current policies and procedures - Attend Shell Egg industry meetings and workshops as needed to stay abreast of current regulations and policies - Complete annual required training classes required by the CDFA to stay current on department policies and procedures. - Act as program specialist by keeping updated on FAC and CCR's that impact the egg industry, and on consumer and marketing trends.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
Required Qualifications:	
Desirable Qualifications:	
Work Environment and Equipment Used: The duties of this position are conducted primarily outdoors at egg production and distribution facilities. Egg wholesale and distribution facilities usually have wet, slippery floors, are noisy, and have many potential hazards such as moving equipment, heavy overhead structures, and sharp knives. Agricultural Technician II duties also necessitate working in cold dry coolers, freezers, warm humid processing areas, and seasonal environmental conditions while inspecting buildings and surrounding property. Drive to various locations throughout the assigned area is required on a daily basis. The incumbent must follow CDFA, Division, and Branch employee health and safety policies.	
Physical/Mental Abilities:	

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File